

Request to Add Additional Email Address to Existing Party

Note: No pdf will be attached to this event. It is a text entry only.

Instructions:

Select *Bankruptcy*

Select *Miscellaneous Activities*

Enter case number

Verify case number is correct

Select Document Event: [Request to Add Additional e:Mail Address to Existing Party \(text entry\)](#)

Select Party

- Party filer not listed, Add/Create New Party

Enter the email address you wish to add to the account

- This email address will only receive notices regarding the case you file the Request in

Review Docket Text for accuracy

Warning!! Verify entry is correct before submitting.